



Interview Tips

Prepare in advance for a good interview

Before the interview

- Research your prospective employer. Visit their website, check any media releases, ask friends and family for any information they might have
- Write down the address and time for the interview and keep it in a safe place
- Plan how you will travel to your interview and work out how long it will take you to get there. You may want to do a test-drive to the location of the interview to confirm expected travel time
- Compile your resume, references and any other information you think an employer may be interested in to take with you to the interview (this will also give you something to hold in your hands if you get nervous)
- Print and read a copy of your resume so it is fresh in your mind
- Prepare some questions to ask during your interview

On the day of the interview

- Make sure you leave for your interview on time
- Dress appropriately
- Don't forget to take the address and time for your interview

During the interview

- Turn off your mobile phone
- Introduce yourself to your interviewer
- Make some initial conversation to develop informal rapport
- Answer any questions clearly and concisely
- Give examples of your previous experience when they are relevant
- Smile, be polite and be yourself
- Enjoy the experience. This could be the start of a new stage for you. If not, it is still excellent experience

Questions you may like to ask

- How did the role become available? For example, is it a new position or is someone moving to another position?
- Is there a job description for the position?
- Do you have many part time employees?
- Who will I be working with?
- Where will I be working?
- Is it possible for me to have a quick tour of the workplace?
- What challenges does the position offer?
- When are you looking for someone to start?

Questions you may be asked

- Why are you looking to change positions?
- Is there something that particularly interests you in this position?
- What do you enjoy in your current position?
- What don't you enjoy in your current position?
- What unique challenges do you see working part time will provide?
- What attracts you to this particular organization?

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